How to Review Benefit Statements Overview

This Job Aid provides guidance on how to access and review Benefit Statements.

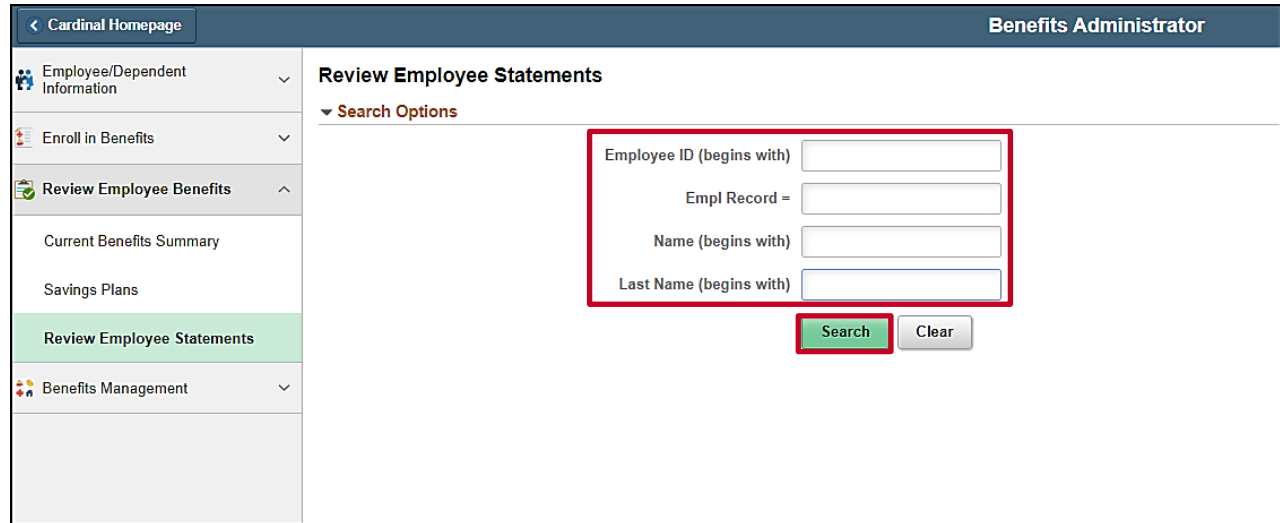# Table of Contents

How to Review Benefit Statements

To review an employee's benefit statements the Agency BA can access the **Review Employee Statements** page.

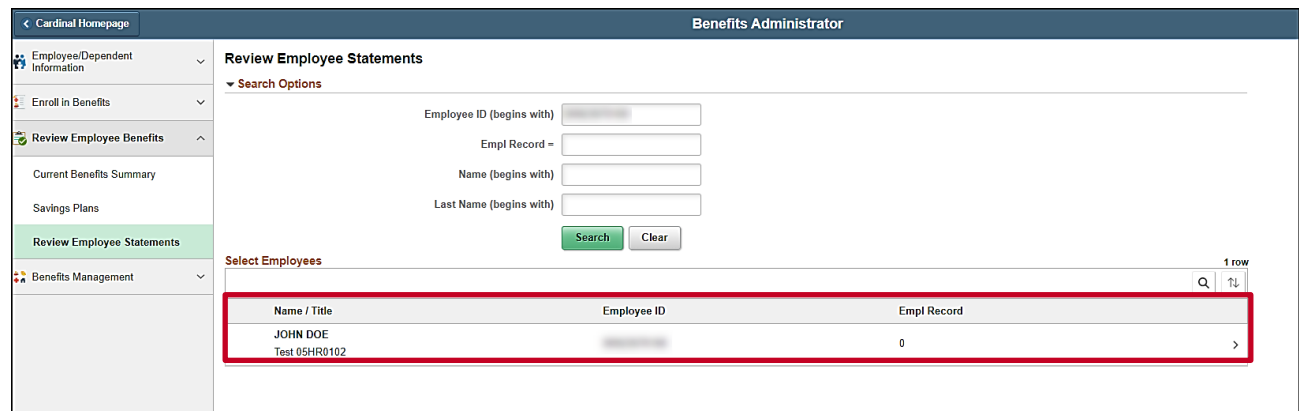1. Navigate to the **Review Employee Statements** page using the following path:

   Benefit Administrator Tile > Review Employee Benefits > Review Employee Statements

The **Review Employee Statements Search** page displays.

2. Enter the **Employee ID** in the applicable search field.

3. Click the **Search** button.

The **Review Employee Statement Search** page refreshes.

4. The **Review Employee Statements Search** page returns and displays results on the bottom of the page. Click on the appropriate employee/participant.

The **Review Employee Statement** page displays with the employee's information.

5. Select the Statement desired to view and/or print from the **Statement Type field** drop-down menu. For this scenario, we will be viewing **Confirmation Statements.**

    Note: COVA is only supporting Confirmation Statements – no other statement types.

6. Select the specific Statement row to view and/or print from the list that displays.

The **Confirmation Statement** displays.

7. To view the statement online click on the **Expand All** button.

The **Expanded Confirmation Statement** displays.

8. To print the statement, click on the **Print View** button.

The **Print View** for the selected **Statement** displays in a separate window.

9. Review the statement and print, as applicable.